



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: CC  
Referred To: Comm. Dev.  
Date Referred: 1-16-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Alma Gallegos	Email: <a href="mailto:alma@elderspencer.com">alma@elderspencer.com</a>
Address: 17011 Beach Blvd. Suite 900	Phone: (213) 631-8331
City: Huntington Beach	Fax: (888) 422-8027

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Please see attached.

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Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

  
Signature

1/11/18  
Date

**For Departmental Use Only:**

Action Requested:	Action Taken:	By _____	Date _____
<input type="checkbox"/> Review Only	<input type="checkbox"/> Document Reviewed	<input type="checkbox"/> Non-Existent Document	
<input type="checkbox"/> Copies Requested	<input type="checkbox"/> Copies Provided	<input type="checkbox"/> Other (Please Explain) _____	
	<input type="checkbox"/> Refusal/Reason		

**For City Clerk's Use Only:**

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_



# Elder & Spencer, LLP

17011 Beach Blvd., Suite 900, Huntington Beach, CA 92647  
2625 Townsgate Rd., Suite 330, Westlake Village, CA 91361  
8050 N. Palm Ave., Suite 300, Fresno, CA 93711  
E-mail: [alma@elderspencer.com](mailto:alma@elderspencer.com)

Phone: 213-631-8331  
760-238-0788  
559-317-1008  
FAX: 888-422-802

January 11, 2018

## VIA ELECTRONIC MAIL

City Clerk  
Hermosa Beach City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)

Re: Public Records Act Request pertaining to Property Located at 629  
Manhattan Ave., Hermosa Beach, CA 90254

To Whom it May Concern:

I am requesting to inspect certain writings available as public records under the California Public Records Act (California Government Code § 6250 et seq.) regarding the matters set forth below. For the purpose of this request, “public record” and “writing” have the meanings defined in California Government Code section 6252(e) and (g), respectively. Any reference to the City of Hermosa Beach (“the City”) includes all employees, officers, officials, agents and contractors of the City.

I am hereby requesting that the City promptly make available for inspection the following public records:

Any and all certified documents related to any request to or efforts by the City of Hermosa Beach to enforce or obtain compliance with the Los Angeles County Code, the Hermosa Beach Municipal Code or the California Health and Safety Code at the property located 6629 Manhattan Ave., Hermosa Beach, CA 90254, since January 1, 2013, including, but not limited to: complaints, Notice(s) of Violation, Hearing Notice(s), correspondence, telephone records, memos, inspector’s notes and/or hearing records.

If any public record requested above is to be withheld and not made available for inspection, please state in writing the specific ground(s) for withholding the record. As to each record withheld, if any, please also provide the name and title of the official who made the decision to withhold the record and the name, title and address of the person or body, if any, to whom the decision to withhold the record may be appealed.

City Clerk City of Hermosa Beach  
January 11, 2018  
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In addition, please provide information sufficient to identify the record(s), if any, withheld, including the title of the record, the nature of the record (e.g., letter, memo, e-mail, etc.), the number of pages in the record (original or copy), to whom the record was addressed, shown or circulated, the location of the record, and a statement of the subject matter sufficient to enable me and, if necessary, a court, to evaluate the basis for the decision to withhold the record from public inspection.

Should you have any questions about the scope of this request or desire further clarification, please contact me immediately as required by Government Code section 6253.1.

Thank you for your anticipated courtesy and cooperation.

Very truly yours,



Alma Gallegos  
*Legal Assistant*